

**MINUTES from the REGULAR Meeting  
Harris Township Board  
Wednesday, January 8, 2014 at 7:30pm**

The Regular Meeting of the Harris Town Board was held on Wednesday, January 8, 2014. The meeting was called to order at 7:30pm, at the Harris Town Hall, with the following officers present: Supervisors Larry Key, Gary Rosato and Dennis Kortekaas, as well as Clerk Michele Smith and Treasurer Becky Adams. *Absent:* None.

Also in attendance were residents Judy Myers, Dan Butterfield, and Cyndy Martin.

1. **Pledge to the flag**, followed by the reading of the township mission statement
2. **Approve the minutes** of the Regular Meeting on December 11, 2013.

*Motion by Supervisor Key, second by Supervisor Rosato, to approve the minutes as presented. Upon roll call, motion carried.*

**3. Business from the floor**

None

**4. Treasurer's Report:**

- There is no Treasurer's report for Dec 1 – Dec 31, 2013 yet, as yearend balancing is still in progress.

**5. Roads**

- Review draft letter for non standard sized culvert

Clerk Smith shared a draft letter she prepared, as requested by the board, to send to the resident on Sunny Beach Road who is installing a non standard sized culvert. The letter essentially informed the resident that the township would not be liable for any damages should the culvert fail, as it was much smaller than township's culvert policy required. A copy of the policy was to be included with the letter, as well as a photo of the culvert.

The letter over all was fine, per the board, but will be modified to indicate that the culvert is partially installed – rather than 'going to be installed'. Smith will revise and send the letter and policy to the resident.

Smith commented that she did check with the County to see if they had ever had to issue a letter for a non-standard culvert, but they had not.

**6. Recreation**

- Ice Rinks

Per Supervisor Key, it has been hard to keep the rinks at Wendigo and Crystal parks open due to cold; they were closed almost an entire week due to the 10 below temps – both with / without the wind chill. Key hopes to open the rinks again tomorrow.

There are 5 people from Express Pros that Key is working with as Rink Attendants this year; it's working out well.

**7. Correspondence**

Board Action items:

- None

Noteworthy items:

- Minnesota Power proposed route alternatives map, for the Great Northern Transmission Line (not in Harris Twp)
- Collaborative Opportunities Team Meeting Minutes from Dec 16, 2013 and Meeting Notice for Jan 14<sup>th</sup> 11:30am at Grand Rapids State Bank. (Has been posted as possible quorum attending.)
- Request from Itasca Co Ag Assoc – request for \$1,000 donation; this will be handled at the Annual Town Meeting

## 8. Consent Agenda

- None

## 9. Old Business

- Consider approval of resolution # 2014-001, a Resolution Adopting a Revised Consent Agenda

*After review of the resolution as shared in the agenda packet, listing the most common consent agenda items and now including the renewal of insurance premiums if less than 10% and if recommended by the Treasurer, a motion was made by Supervisor Rosato, seconded by Supervisor Key, to approve the revised Consent Agenda policy via Resolution #2014-001. Upon roll call, motion carried.*

- Collaborative Opportunities Meeting – December 2013

Supervisor Key attended the collaborative meeting in December; meetings were included for the board and public (see noteworthy items, under #7 above). At the meeting, cemetery services were discussed, and a Grand Rapids City Fire Department report was given by Davin Tinquist. This was very interesting per Key, and the discussion will be continued at the January 14<sup>th</sup> meeting at 11:30am. However, neither Key nor Rosato are able to attend that meeting.

## 10. New Business

- IRS Business Mileage rate increase notice for 2014: from \$0.565 to \$0.560 (decrease of ½ cent/mile)

No action was required by the board on this item; it was just an FYI.

- Consider setting dates for 2014 budget meetings

The board set the following dates for budget meetings:

- Jan 29<sup>th</sup> at 7:30pm at the Town Hall – to include the Board of Audit
- Feb 5<sup>th</sup> at 7:30pm at the Town Hall– to include Road discussion – for 2014 and 2015
- Feb 19<sup>th</sup> at 7:30pm at the Town Hall – a “final” budget review so that a draft annual report is ready for review at the Feb 26<sup>th</sup> P&D meeting.

The Clerk will post these meetings accordingly, and ask SEH Road Engineer Glen Hodgson to attend the Feb 5<sup>th</sup> meeting, regarding roads.

## 11. Approve payment of bills for January 2014

- Treasurer Adams pointed out that the BSBS renewal for health care was the only larger bill this month. She also clarified that the amount paid to Century Link is estimate, based on prior billings, as she does not have the actual amount due yet.

***Motion by Supervisor Rosato, second by Key, to pay the bills per the attached document titled “January 2014 Bill Listing to Board” in the amount of \$19,472.57. Upon roll call, motion passed by a unanimous vote.***

## 12. Public Input Session

- Judy Myers asked if the township could go in with the DNR on Mishawaka landing project, to remove the center island of trees to allow more parking space. The board responded that the DNR does not have anything to do with things that are *off* the water. However, Rosato agreed to ask the township engineer - Glen from SEH - to see if he knows of any funding options for a boat landing improvement. And, if there are any restrictions the board needs to be aware of.

## 13. Adjourn

***With no other business to come before the board, a motion was made by Key, seconded by Rosato, to adjourn tonight’s meeting at 8:02pm. Motion carried.***

Respectfully submitted,  
Michele Smith, Harris Township Clerk

January 2014 Bill Listing to Board	Description	Amount
Larry Key	Mtgs, wages, labor, less withholding plus expenses	982.70
Gary Rosato	Mtgs, wages, labor, less withholding	401.81
Dennis Kortekaas	Mtgs, wages, labor, less withholding	445.48
Michele Smith	Mtgs, wages, labor, less withholding plus expenses	859.10
Becky Adams	Mtgs, wages, labor, less withholding plus expenses	526.51
Bonnie Key	Cleaning labor, showing, less withholding	427.49
Dan Key	Labor less withholdings	2034.68
Derrick Marttila	Labor less withholdings	2131.68
PERA	ONLINE pmt:: Payroll withholding	1209.84
Blue Cross Blue Shield	health care renewal Jan 1 - April 1	3003.09
Century Link	December phone service - estimated	300.00
Cole Harware	sewer vent, washers, clamp	63.21
Davis Oil	Dec invoices - fuel	711.93
Express Employment	rink attendents 12/18, 12/23	947.20
Grand Rapids Public Utilities	Utilities; lights and town hall	184.42
Itasca Cty Auditor	tax notices sent: 2498	589.03
Lake Country Power	ONLINE pmt:: energy bill - service center, wendigo, crystal, cemetery	810.89
Minute Man Press	copies for meetings	92.81
Pokegama Lawn and Sport	invoice 47151	27.36
Range Water	cooler rental jan plus cooler in store 5 gal	27.25
S E H	Engineerings services: misc. services	157.50
Security Life Insurance	Meritain dental insurance	801.36
Stokes	office supplies	91.64
Verizon	cell phones through 1/12/14	164.93
Waste Management	3 yd rel on call	16.66
Commissioner of Revenue	Payroll withholding :: electronic payment	363.00
EFTPS	Payroll withholding :: electronic payment	2,096.00
Wells Fargo Bank	checking account fee	5.00
<b>Total</b>		<b>\$ 19,472.57</b>

Approval to pay :: January 08, 2014, Checks numbered 16231 through 162

Larry Key

Gary Rosato

Dennis Kortekaas